

# Confidential Assessment in SundaHus

## General information

SundaHus offers confidential assessments, with or without a non-disclosure agreement (NDA).

An administrative fee applies when signing a new NDA, according to the current price list. This is a one-time fee and covers an unlimited number of assessments for the duration of the agreement. Please note that the standard assessment fee is charged separately from the one-time NDA fee.

*For example, 5 confidentiality assessments are ordered and one NDA is signed: 5×240 SEK/year + 3500 SEK (according to the price list dated 2025-05-13, see the current/applicable price list on the SundaHus website).*

The following information can be concealed on the SundaHus platform during a confidential assessment:

- **Document** – the document will not be accessible.
- **Substance names and identification numbers (CAS/EC)** – substances are anonymized and displayed as "Substance A", "Substance B", etc.
- **Classification of substances** – H- and EUH-statements are hidden. Please note that this feature is only available upon request and is not included by default.

Please note that SundaHus only offers its own version of the non-disclosure agreement; no modifications to the document are accepted.

Confidential information may affect the outcome of the assessment (see current assessment criteria) as well as surveillance lists offered by SundaHus.

## Step-by-step Guides

Four scenarios may apply depending on whether confidentiality concerns the main supplier or subsupplier(s), and whether an NDA needs to be signed. A step-by-step guide is available for each scenario.

Please contact [support@sundahus.se](mailto:support@sundahus.se) if you require more information.

*The information in this document is for guidance only and may be subject to change. SundaHus accepts no responsibility for any errors or misunderstandings resulting from the interpretation or use of this information. It is always the supplier's responsibility to ensure that all information submitted for assessment is accurate and complete.*

### **Step-by-step Guide – Confidential Information from Main Supplier with NDA**

This guide applies when confidential information will be sent directly from you as the main supplier and when you wish to sign a non-disclosure agreement (NDA) with SundaHus.

1. Before placing the assessment order:  
Check whether you already have a valid NDA with SundaHus.  
-Contact [support@sundahus.se](mailto:support@sundahus.se) if you are unsure, and we can help you verify this.  
-Also contact support if you need to sign a new NDA.
2. When placing the order:  
-Attach a version of the product declaration that may be made public.  
-Also attach a separate declaration or other document containing confidential information.

A product declaration that can be made public is required for the assessment. Confidential content must be presented in a separate product declaration or another document.

Clearly indicate which information should be treated as confidential. The order portal includes options to mark documents as confidential.

3. Refer to the valid NDA in the comment field of the order form and select “Confidential assessment/reassessment” on the final page.
4. Once the assessment is complete, SundaHus will notify you.

### **Step-by-step Guide – Confidential Information from Subsupplier(s) with NDA**

This guide applies when confidential information will be sent from a subsupplier, for example when the content is also confidential to the main supplier, and when the subsupplier wishes to sign an NDA with SundaHus.

1. Before placing the assessment order:  
Check whether the subsupplier already has a valid NDA with SundaHus.  
-Contact [support@sundahus.se](mailto:support@sundahus.se) if you are unsure, and we can help investigate this.  
-Also contact support if a new NDA needs to be signed.
2. When placing the order:  
-The main supplier attaches the public documents via the order portal.  
-Confidential information from the subsupplier may be sent to [docs@sundahus.se](mailto:docs@sundahus.se) if the information is also confidential to the main supplier.

A product declaration that can be made public is required for the assessment. Confidential content must be presented in a separate product declaration or another document.

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3. Clearly indicate which information should be treated as confidential.  
The order portal includes options to mark documents as confidential.

Refer to the valid NDA in the comment field of the order form and select “Confidential assessment/reassessment” on the final page.

4. Once the assessment is complete, SundaHus will notify you.

### **Step-by-step Guide – Confidential Information from Main Supplier without NDA**

This guide applies when confidential information will be sent directly from you as the main supplier and you do not wish to sign a non-disclosure agreement (NDA) with SundaHus.

1. When placing the order:
  - Attach a version of the product declaration that may be made public.
  - Also attach a separate declaration or other document containing confidential information.

Clearly indicate which information should be treated as confidential.  
The order portal includes options to mark documents as confidential.

2. Once the assessment is complete, SundaHus will notify you.

### **Step-by-step Guide – Confidential Information from Subsupplier(s) without NDA**

This guide applies when confidential information will be sent from a subsupplier, for example when the content is also confidential to the main supplier.

1. When placing the order:
  - The main supplier attaches the public documents via the order portal.
  - Confidential information from the subsupplier may be sent to [docs@sundahus.se](mailto:docs@sundahus.se) if the information is also confidential to the main supplier.

A product declaration that can be made public is required for the assessment.  
Confidential content must be presented in a separate product declaration or another document.

Clearly indicate which information should be treated as confidential.  
The order portal includes options to mark documents as confidential.

2. Once the assessment is complete, SundaHus will notify you.